

Request Summary Report

PR-2016-00760 / AP - Other

Track:	Default	Date on Request:	2016-11-09
Perfected:	2016-11-09	Date Initially Received:	2016-11-09
Due:	2017-03-10	Requester File Ref. #:	
Completed:	2017-02-15	Jacket Number:	
Officer Assigned:	Palmer, Andrew	Request Transferred In:	No
Decision Maker:	Palmer, Andrew	Response Time:	64
Deadline:	80		

Summary: requester's own personnel file and other related records

Request Text: the law states that a supervisor should retain a written record in the employee's personnel file of the identity of the person or entity to which reference information is disclosed. University policy requires an entry into the Employee Work Reference Inquiry Documentation (PDF), and a copy retained in the employee's departmental personnel file.

I am requesting a digital copy of my departmental personnel file, along with any other computer or paper files that might contain records of inquiries concerning my employment at the uw, since my resignation in January 2003.

I am also requesting any other records of departmental communications concerning my employment with the uw, including phone logs, calendars, and emails exchanged with human resources, my former supervisor, Rhoda Ashley Morrow, or others concerning me.

please let me know if you need clarification

EXTENSIONS

<i>Extension Type</i>	<i>Extension Days</i>	<i>Extension Date</i>
Extension 1	20	2016-12-12
Extension 2	20	2017-01-11
Extension 3	20	2017-02-09

FEES

<i>Date</i>	<i>Transaction Type</i>	<i>Fee Type</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Charge</i>	<i>Payment</i>
2017-01-26	Actual	_Disks w jewel case	\$0.36	1.00	\$0.36	
	Currency:	USD\$				
	Details:	Stage 1				
2017-01-26	Actual	_US Postage - Disc	\$1.93	1.00	\$1.93	
	Currency:	USD\$				
	Details:	Stage 1				
2017-01-26	Actual	_Packaging	\$0.29	1.00	\$0.29	
	Currency:	USD\$				
	Details:	Stage 1				
2017-02-15	Actual	_Disks w jewel case	\$0.36	1.00	\$0.36	
	Currency:	USD\$				
	Details:	Stage 1				

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2017-02-15	Actual	_Packaging	\$0.29	1.00	\$0.29	
	Currency:	USD\$				
	Details:	Stage 1				
2017-02-15	Actual	_US Postage - Disc	\$1.93	1.00	\$1.93	
	Currency:	USD\$				
	Details:	Stage 1				
2017-03-08	Payment Received	_Disks w jewel case		0.00	\$0.00	\$0.36
	Currency:	USD\$				
	Details:	Stage 1				
2017-03-08	Payment Received	_Packaging		0.00	\$0.00	\$0.29
	Currency:	USD\$				
	Details:	Stage 1				
2017-03-08	Payment Received	_US Postage - Disc		0.00	\$0.00	\$1.93
	Currency:	USD\$				
	Details:	Stage 1				
Balance Due:						\$0.00

ACTIVITY

Action	Contact	Created	Due	Completed	On Hold	Elapsed
Case Closed - Wholly Releasable	Requester	2017-02-15		2017-02-15	No	0
Comments:	STAGE 2, COMPLETE					
Invoice Sent	Requester	2017-02-15	2017-03-09	2017-03-08	No	14
Comments:	STAGE 2, COMPLETE					
AddExtensionReminder	Requester	2017-02-09	2017-03-10	2017-02-15	No	4
Comments:	CASE CLOSED, NOT SENT.					
Scan Documents	Office of Public Records - PALMER, Andrew	2017-01-26	2017-02-02	2017-02-02	No	5
Comments:	2nd/final installment records to intake (UW med)					
Staged Release - Wholly Released	Requester	2017-01-26		2017-01-26	No	0
Comments:	Stage 1					
Invoice Sent	Requester	2017-01-26	2017-02-16	2017-01-30	No	2
Comments:	Stage 1 Invoice					
AddExtensionReminder	Requester	2017-01-11	2017-02-09	2017-02-09	No	20
Comments:						
PartialResponse	UW Medicine - OLIVER, Lori	2017-01-06		2017-01-06	No	0
Comments:	Final installment of records rec'd from UW Med					
Search Extension	UW Medicine - OLIVER, Lori	2017-01-06	2017-01-23	2017-01-23	No	10
Comments:	Amy requested search extension, but expects to deliver another installment with one week.					
Search Extension	UW Medicine - OLIVER, Lori	2016-12-22	2017-01-06	2017-01-06	No	9
Comments:	UW Medicine requested search extension 1/6/17					
PartialResponse	UW Medicine - OLIVER, Lori	2016-12-22		2016-12-22	No	0
Comments:	Partial response from UW Medicine via OneDrive. Awaiting further information re UW Netid.					
Scan Documents	Office of Public Records - PALMER, Andrew	2016-12-22	2016-12-30	2017-01-06	No	9
Comments:	UW Medicine 1st Installment sent for intake.					

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Scan Documents	Office of Public Records - PALMER, Andrew	2016-12-12	2016-12-19	2016-12-20	No	6
Comments:	HR records sent for intake.					
AddlExtensionReminder	Requester	2016-12-12	2017-01-11	2017-01-11	No	20
Comments:						
Search Extension	UW Medicine - OLIVER, Lori	2016-12-01	2016-12-23	2016-12-23	No	16
Comments:	Lauren requests search extension					
Note to File	Office of Public Records - PALMER, Andrew	2016-11-22		2016-11-22	No	0
Comments:	Tort Claim from J. Dalessio (see attached)					
Note to File	Office of Public Records - PALMER, Andrew	2016-11-21		2017-02-15	No	57
Comments:	Shari Spung in Claim Services would like all records produced.					
Extension Reminder	Requester	2016-11-17	2016-12-12	2016-12-12	No	15
Comments:						
SearchRecords	Human Resources, Upper Campus - KORNBERG, Mindy	2016-11-15	2016-12-01	2016-12-06	No	13
Comments:						
SearchRecords	UW Medicine - OLIVER, Lori	2016-11-15	2016-12-01	2017-01-06	No	34
Comments:	12/22 - partial response rec'd UW net id obtained, snapshot requested.					
SearchRecords	Payroll, UW - MANEKIA, Cheryl	2016-11-15	2016-12-01	2016-11-28	No	7
Comments:	Hardcopy records rec'd from payroll					
ACKLetter	Requester	2016-11-09	2016-11-17	2016-11-17	No	5
Comments:						

CLOSING

Date Completed:	2017-02-15	Method of Access:	Copies given
Decision Communicated:	2017-02-15	Method of Delivery:	Regular Mail
Request Disposition:	Full Grant	Other Reasons for Denial:	Not Applicable
Pages Received:	2591	Request Transferred Out:	No
Pages Reviewed:	2591		
Pages Granted:	1142		
Pages Not Relevant:	18		
Comment:			
Disposition:	Full Grant	Release Date:	2017-01-26
Pages Reviewed:	510	Method of Delivery:	Regular Mail
Pages Granted:	510	Other Reasons for Denial:	Not Applicable
Pages Not Relevant:	0	Method of Access:	Copies given
Version :	First		
Disposition:	Full Grant	Release Date:	2017-02-15
Pages Reviewed:	633	Method of Delivery:	Regular Mail
Pages Granted:	633	Other Reasons for Denial:	Not Applicable
Pages Not Relevant:	0	Method of Access:	Copies given
Version :	Second		

Sections:

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AccessPro Case Management:
AccessPro Redaction: